

S-E-C-R-E-T

INSTRUCTION NO.
LI 1-8

LI 1-8
ORGANIZATION
Revised 17 April 1974

SUBJECT: Mission, Functions, and Delegation of Authority, Real
Estate and Construction Division, Office of Logistics

1. MISSION

Provide support and technical guidance on all phases of acquisition and disposal of real estate, construction, and maintenance of Agency facilities on a worldwide basis.

2. FUNCTIONS

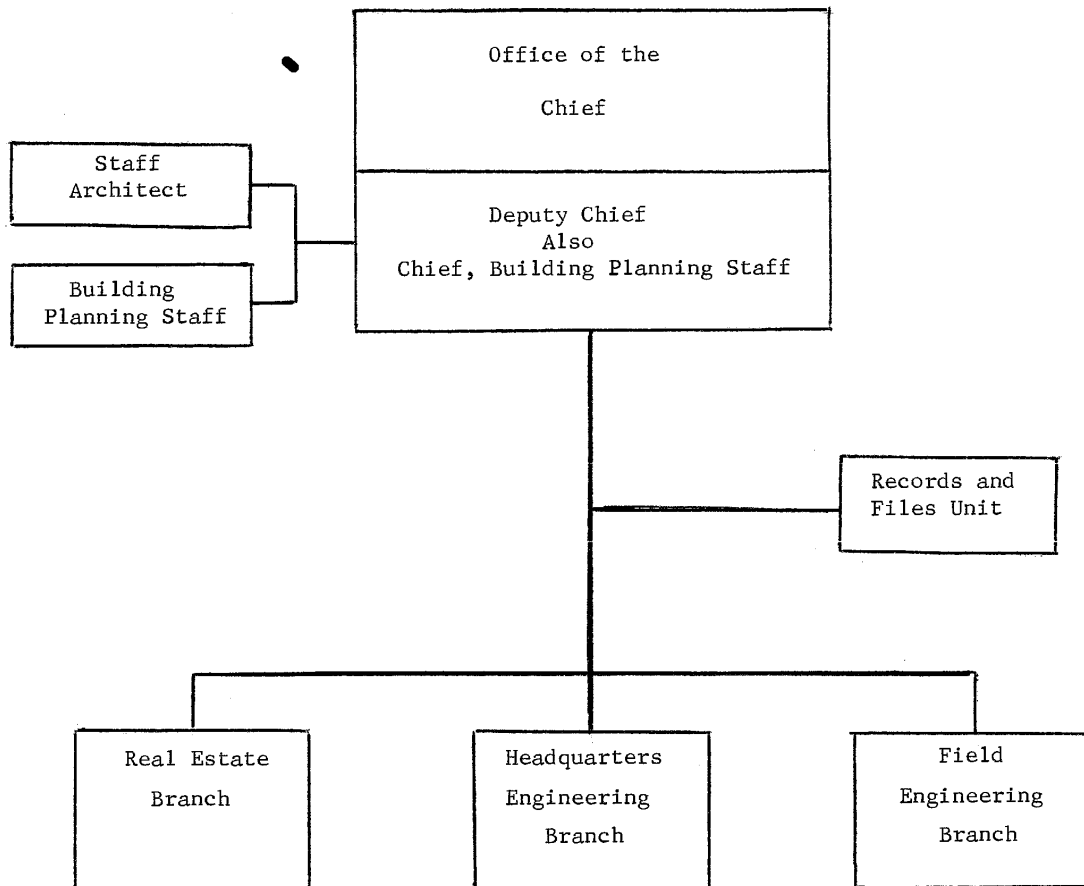
The Chief, Real Estate and Construction Division, Office of Logistics (C/RECD/OL) or, in his absence, the Acting Chief, shall:

- a. Act as the principal advisor to the Director of Logistics (D/L) on all matters relating to real estate, construction, and maintenance of Agency facilities.
- b. Conduct appropriate liaison with other Government agencies and commercial firms in support of Agency-sponsored requirements.
- c. Provide qualified personnel for management of matters pertaining to real estate, construction, and maintenance of Agency facilities on a worldwide basis.
- d. Provide guidance and management in the acquisition and disposal of domestic and foreign real estate.
- e. Budget and arrange for the acquisition, maintenance, and disposal of domestic safe sites.
- f. Coordinate legal, cover, and security aspects incident to real property transactions with the Office of General Counsel, Cover and Commercial Staff and the Director of Security or their designees.

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REAL ESTATE AND CONSTRUCTION DIVISION
OFFICE OF LOGISTICS



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- g. Maintain records of all Agency real property, construction, and maintenance activities.
- h. Furnish architectural and engineering services including contract negotiations for real estate, construction, maintenance, and architect and engineering services in support of Agency requirements.
- i. Provide plans, budgetary estimates, and schedules for design and construction of Agency facilities through direct support, other Government agencies, or commercial firms.
- j. Provide the required support for the continuing and reliable operation of all utilities systems necessary to allow for the uninterrupted functioning of the Agency's Headquarters establishment.
- k. Monitor design, engineering, and construction activity within the Headquarters establishment.
- l. Develop updated resources consisting of Agency organizational information and space data; and develop professional planning expertise and techniques which will provide a quick-reaction response instrument for defining and implementing major conceptual building programs and studies, as directed for short-, medium-, and long-range time frames.

3. AUTHORITY AND RESPONSIBILITY

- a. In conjunction with his assigned mission, the C/RECD/OL or, in his absence, the Acting Chief, is delegated authority to:
 - (1) Execute contracts and other documents involving the expenditure of approved funds for real estate, construction, utilities, and related personal services, except that a basic contract or other document, together with any amendments thereto, which exceeds \$100,000 will require the approval of the D/L prior to its execution.
 - (2) Recommend action on requests from stations and bases for the purchase of real property and for the lease of real property

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or other fulfillment of any real estate, engineering, or construction requirement when such lease or fulfillment exceeds the authorities of Chiefs of Stations or Bases, as set forth in Agency regulations or other delegations of authority in force and effect.

- (3) Execute and issue job orders and otherwise levy requirements as necessary to meet Agency requirements for architectural, engineering, and construction services to be performed or contracted for by other Government agencies wherein reimbursement does not exceed \$100,000. Job orders requiring an expenditure of approved funds in excess of \$100,000 will require the approval of the D/L prior to execution.
 - (4) Approve requests for air-conditioning installations where approval authority has not been otherwise delegated.
 - (5) Appoint accountable officers for covert real property where accountability has not been specifically delegated to other Agency components.
- b. Any of the specific authorities itemized above may be redelegated to other RECD/OL personnel by C/RECD/OL. One copy of each delegation or redelegation of authority will be forwarded to the Executive Officer, OL.

4. ORGANIZATION

See Organization Chart on page 2.

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FRANCIS J. VAN DAMM
Director of Logistics

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SUBJECT : Mission, Functions, and Delegation of Authority, Real Estate
and Construction Division, Office of Logistics

RESCISSION: ~~LI 1-8 dated 7 December 1970~~

I. MISSION

Provide support and technical guidance on all phases of acquisition and disposal of real estate, construction, and maintenance of Agency facilities on a worldwide basis.

II. FUNCTIONS

The Chief, Real Estate and Construction Division, or, in his absence, the Acting Chief, shall:

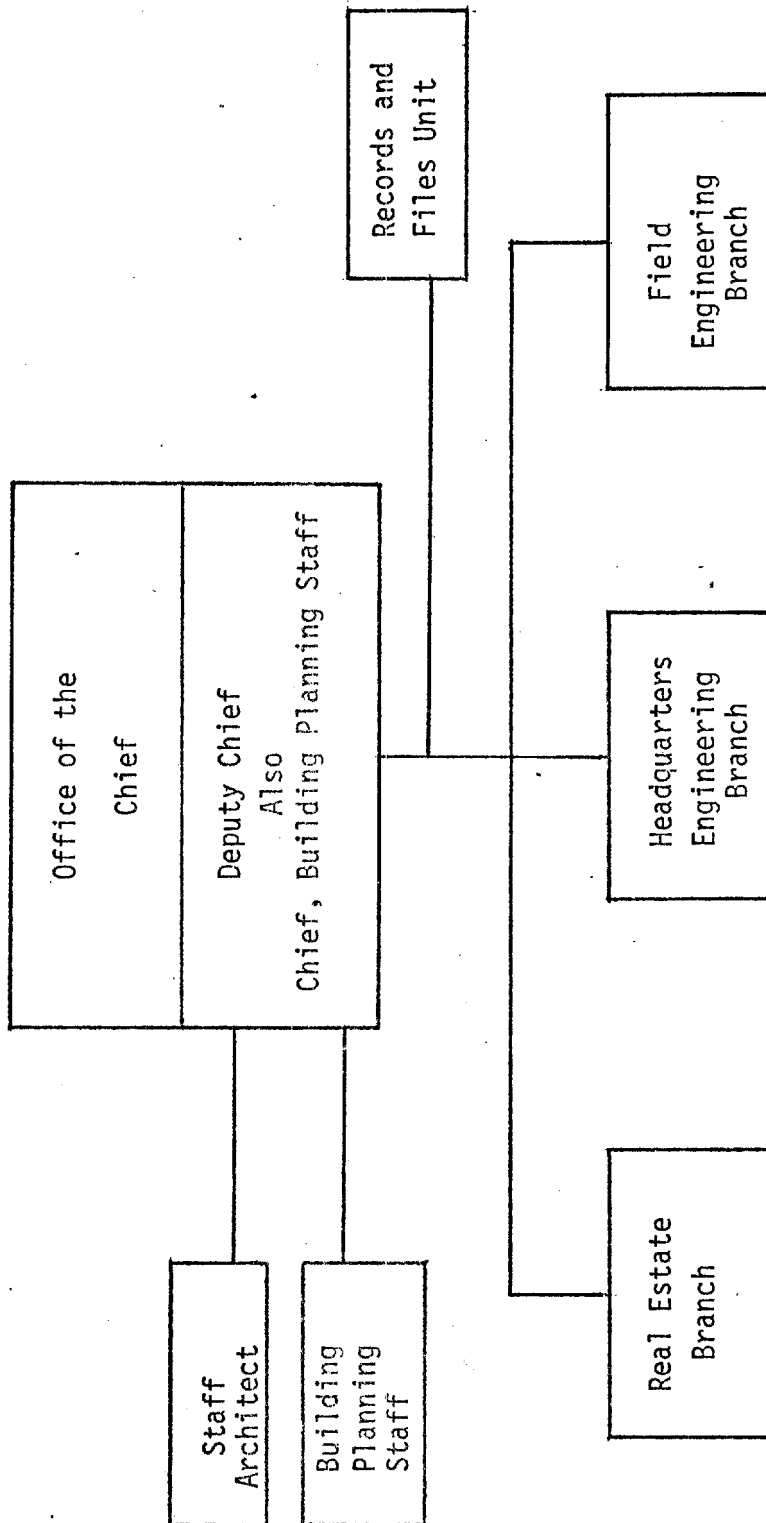
- Office of Logistics (C/RECD/OL)*
(D/L)
- a. Act as the principal advisor to the Director of Logistics on all matters relating to real estate, construction, and maintenance of Agency facilities.
 - b. Conduct appropriate liaison with other Government agencies and commercial firms in support of Agency-sponsored requirements.
 - c. Provide qualified personnel for management of matters pertaining to real estate, construction, and maintenance of Agency facilities on a worldwide basis.
 - d. Provide guidance and management in the acquisition and disposal of domestic and foreign real estate.
 - e. Budget and arrange for the acquisition, maintenance, and disposal of domestic safe sites.
 - f. Coordinate legal, cover, and security aspects incident to real property transactions with the Office of General Counsel, Cover and Commercial Staff and the Director of Security or their designees.
 - g. Maintain records of all Agency real property, construction, and maintenance activities.

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- h. Furnish architectural and engineering services including contract negotiations for real estate, construction, maintenance, and architect, engineer, services in support of Agency requirements.
and / NG
- i. Provide plans, budgetary estimates, and schedules for design and construction of Agency facilities through direct support, other Government agencies, or commercial firms.
- j. Provide the required support for the continuing and reliable operation of all utilities systems necessary to allow for the uninterrupted functioning of the Agency's Headquarters establishment.
- k. Monitor design, engineering, and construction activity within the Headquarters establishment.
- l. Develop updated resources consisting of Agency organizational information and space data; and professional planning expertise and techniques which will provide a quick-reaction response instrument for defining and implementing major conceptual building programs and studies, as directed for short, medium, and long-range time frames.

III. AUTHORITY AND RESPONSIBILITY

C/RE CO/OL

- a. In conjunction with his assigned mission, the Chief, Real Estate and Construction Division or, in his absence, the Acting Chief, is delegated authority to:
 - (1) Execute contracts and other documents involving the expenditure of approved funds for real estate, construction, utilities, and related personal services, except that a basic contract or other document, together with any amendments thereto, which exceeds \$100,000 will require the approval of the Director of Logistics prior to its execution. *D/L*
 - (2) Recommend action on requests from Stations and Bases for the purchase of real property and for the lease of real property (or other fulfillment of any real estate, engineering, or construction requirement when such lease or fulfillment exceeds the authorities of Chiefs of Stations or Bases, as set forth in Agency regulations or other delegations of authority in force and effect.
 - (3) Execute and issue job orders and otherwise levy requirements as necessary to meet Agency requirements for architectural, engi-

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- D/L*
- (4) Approve requests for air-conditioning installations where approval authority has not been otherwise delegated.
 - (5) Appoint accountable officers for covert real property where accountability has not been specifically delegated to other Agency components.

- b. Any of the specific authorities itemized above may be redelegated to other Real Estate and Construction Division personnel by ~~the Chief, Real Estate and Construction Division~~. One copy of each delegation or redelegation of authority will be forwarded to the Executive Officer, ~~Office of Logistics~~. *DL*.

IV. ORGANIZATION

See Organization Chart on page 2.

-Francis J. Van Damm
Director of Logistics

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ORGANIZATION

REVISED DATE 7 December 1970

SUBJECT : Mission, Functions, and Delegation of Authority, Real Estate and
Construction Division, Office of Logistics

RESCISSION: LI 1-8 dated 10 November 1964

I. MISSION

Provide support and technical guidance on all phases of acquisition and disposal of real estate, construction, and maintenance of Agency facilities on a worldwide basis.

II. FUNCTIONS

The Chief, Real Estate and Construction Division or, in his absence, the Acting Chief shall:

- a. Act as the principal advisor to the Director of Logistics on all matters relating to real estate, construction, and maintenance of Agency facilities.
- b. Conduct appropriate liaison with other Government agencies and commercial firms in support of Agency-sponsored requirements.
- c. Provide qualified personnel for real estate, construction, and maintenance of Agency facilities on a worldwide basis.
- d. Provide guidance and management in the acquisition and disposal of domestic and foreign real estate.
- e. Budget and arrange for the acquisition, maintenance, and disposal of domestic safe sites.
- f. Coordinate legal and security aspects incident to real property transactions with the Office of General Counsel and the Director of Security or their designees.
- g. Maintain records of all Agency real property, construction, and maintenance activities.

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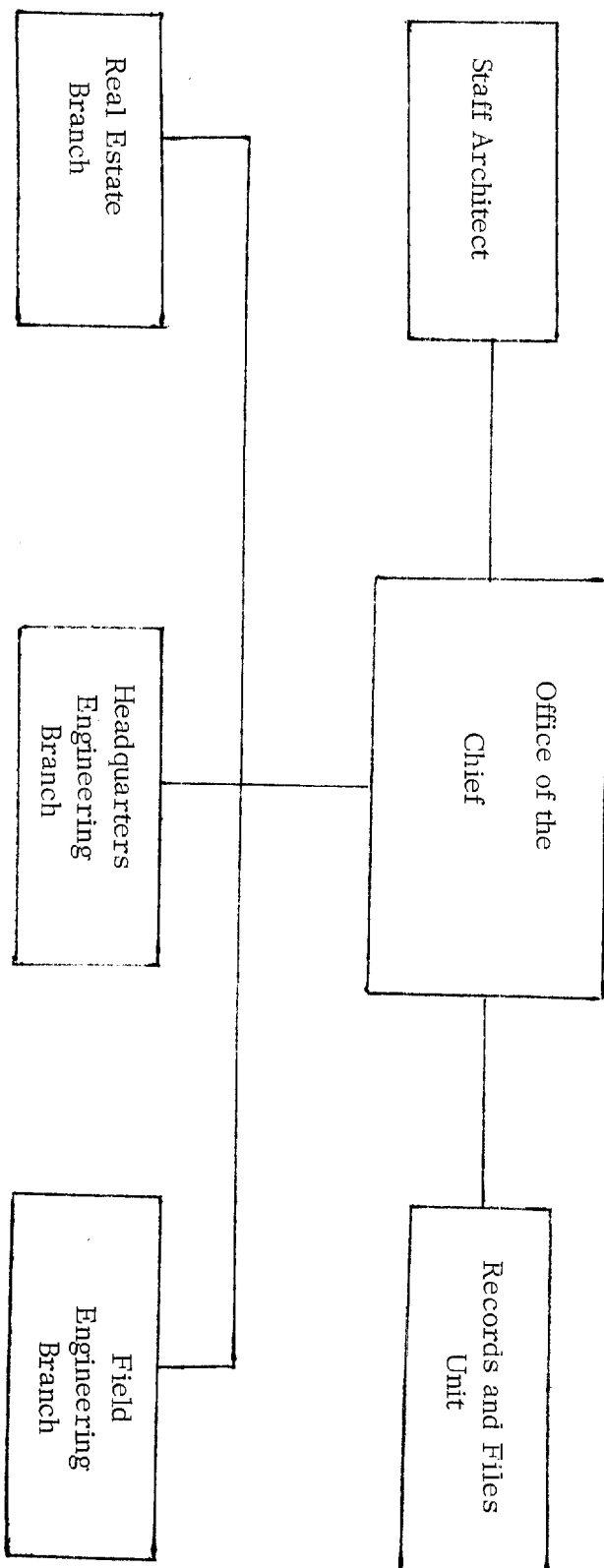
GROUP I Excluded from automatic downgrading and declassification

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REAL ESTATE AND CONSTRUCTION DIVISION
OFFICE OF LOGISTICS



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- i. Provide plans, budgetary estimates, and schedules for design and construction of Agency facilities by direct support, other Government agencies, or commercial firms.
- j. Provide for the continuing and reliable operation of all utilities systems necessary to allow the uninterrupted functions of the Agency's Headquarters establishment.
- k. Monitor design, engineering, and construction activity within the Headquarters establishment.

III. AUTHORITY AND RESPONSIBILITY

- a. In conjunction with his assigned mission, the Chief, Real Estate and Construction Division or, in his absence, the Acting Chief is delegated authority to:
 - (1) Execute contracts and other documents involving the expenditure of approved funds for real estate, construction, utilities, and related personal services, except that a basic contract or other document together with any amendments thereto which exceeds \$100,000 will require the approval of the Director of Logistics prior to its execution.
 - (2) Recommend action on requests from Stations and Bases for the purchase of real property and for the lease of real property or other fulfillment of any real estate, engineering, or construction requirement when such lease or fulfillment exceeds the authorities of Chiefs of Stations or Bases as set forth in Agency regulations or other delegations of authority in force and effect.
 - (3) Execute and issue job orders and otherwise levy requirements as necessary to meet Agency requirements for architectural, engineering, and construction services to be performed or contracted for by other Government agencies wherein reimbursement does not exceed \$100,000. Job orders requiring an expenditure of approved funds in excess of \$100,000 will require the approval of the Director of Logistics prior to execution.

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- (5) Appoint accountable officers for covert real property where accountability has not been specifically delegated to other Agency components.
- b. Any of the specific authorities itemized above may be redelegated to other Real Estate and Construction Division personnel by the Chief, Real Estate and Construction Division. One copy of each delegation or redelegation of authority will be forwarded to the Executive Officer.

IV. ORGANIZATION

See Organization Chart on page 2.



JOHN F. BLAKE
Director of Logistics

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